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MR. McCORMACK

December 20, 1945

MR. LAY

Date 6/27/91 HRP 89-2

\* Subject to State Incurrence

Procedure Following Approval of the National Intelligence Authority

If the proposed plan for a National Intelligence Authority is approved, it is recommended that the following steps be taken in the order indicated:

(1) Request N.I.A. members to designate their representatives on the Advisory Boards.

(2) After consultation with the Advisory Boards, present recommendations to N.I.A. on the following points:

(a) Nomination of Deputy Secretaries.

(b) Committees which should be formed immediately, showing generally the fields each should cover, the agencies to be represented thereon, and the agency which should provide the chairman.

(c) Operations which should be undertaken immediately by N.I.A. and nomination of the Director for each operation.

(3) Upon approval of those recommendations, take the following actions:

(a) Authorize Deputy Secretaries to organize their offices.

(b) Appoint Chairmen of Committees, instruct them to organize committees and to define precisely the fields each committee is to cover.

(c) Instruct Directors of operations to prepare recommendations, including proposed scope and method of operation, personnel requirements broken down by contributing departments, and budget requirements for the remainder of this and all of the next fiscal year (also broken down by departments).

(d) Appoint Executive Officer and instruct him to organize secretarial services.

Concurrently with the above actions, it is recommended that the Chief of the Special Estimates Staff be appointed and instructed to organize that Staff, including inviting the War and Navy Departments to designate their representatives.

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State Dept. review completed

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Responsible to Executive Secretary for planning authorities intelligence program and serving as executive for carrying it out; directing and coordinating activities of intelligence committees supervising their chairman; insuring effective conduct of the affairs of those Committees; reviewing recommendations and plans of those Committees prior to their presentation to the authority for decision; developing procedures of intelligence committees; and making arrangements for providing them with secretarial services.

## OFFICE OF THE EXECUTIVE OFFICE

Responsible for all administrative matters involving the Authority, including personnel problems, the provision of supplies and equipment, the maintenance of a Records Section, and the supervision of the stenographic pool.

OFFICE OF THE DEPUTY SECRETARY FOR SECURITY

Responsible for same functions, in the field of internal security and security intelligence, as those of the deputy secretary for intelligence, in the field of foreign intelligence.

### CONTINUATION OF CENTRAL SECTION

Responsible for keeping a record of the current intelligence work of the Authority; for maintaining a record of the current affairs of the Intelligence Committee; for advising the deputy secretary for intelligence as to the status of current affairs of the Authority and Committee, and as to any action required by him; and for preparing any papers required to execute decisions of the Authority in the field of intelligence.

POLITICAL INTELLIGENCE COMMITTEE

Responsible for coordinating activities of all Government departments and agencies in the field of political intelligence concerning foreign countries, through the formation and direction of working groups on such subjects as governmental organization, political parties, national policies, etc.

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RECORDS SECTION

Responsible for maintaining the complete files of the Authority and for rendering filing service for the Executive Secretary, his deputies, the Committee, and authorized officials of the departments and agencies participating in the affairs of the Authority.

## \* STENOGRAPHIC POOL

Responsible for furnishing conference reporters for meetings of the Authority and its Committees; for typing all reports to be submitted to the Authority, its Committees, and for working groups; and for furnishing additional stenographic assistance to the other branches of the secretariat as required.

## SECURITY CONTROL SERVICE

Responsible for serving deputy secretary for security in the same manner as the Intelligence Control Section serves the deputy secretary for intelligence.

COMMITTEE ON TRAVEL CONTROL

activities of all Government departments and agencies with reference to the security aspects of the control of foreign travel, including such matters as border and harbor patrol, issuance of passports and visas, etc.

## ECONOMIC INTELLIGENCE COMMITTEE

Responsible for coordinating activities of all Government departments and agencies in the field of economic intelligence concerning foreign countries, through the formation and direction of working groups on such subjects as finance, industrial plant and potential, natural resources, trade and commerce, labor supply and employment, etc.

## MILITARY INTELLIGENCE COMMITTEE

responsibilities for coordinating activities of all Government departments and agencies in the field of military intelligence concerning foreign countries, through the formation and direction of working groups on such subjects as military personnel, strategic and tactical doctrines, munitions production and characteristics, military aviation, naval construction and characteristics, etc.

SOCIOLOGICAL INTELLIGENCE COMMITTEE

Responsible for coordinating activities of all Government departments and agencies in the field of sociological intelligence concerning foreign countries, through the formation and direction of working groups on such subjects as population statistics and characteristics, living standards, health standards, educational standards, arts and letters, other cultural subjects, etc.

GEOGRAPHIC INTELLIGENCE COMMITTEE  
 Responsible for coordinating activities

all Government departments and agencies in the field of geographic intelligence concerning foreign countries, through the formation and direction of working groups on such subjects as topography, hydrography, meteorology, mapping, aerial photography, etc.

COMMITTEE ON FOREIGN TRANSPORTATION  
AND COMMUNICATIONS

Responsible for coordinating activities of all Government departments and agencies in the field of intelligence concerning foreign transportation and communications, through the formation and direction of working groups on such subjects as rail transportation, water transportation, road transportation, telecommunications facilities, radio facilities, etc.

CHARTERED BY SCIENTIFIC AND

Responsible for coordinating activities of all Government departments and agencies in the field of scientific and technological intelligence concerning foreign countries, through the formation and direction of working groups on such subjects as atomic energy, electronics, medical science, explosives, industrial processes and techniques, etc.

## BIOGRAPHICAL RECORDS COMMITTEE

Responsible for coordinating the activities of all Government departments and agencies requiring biographical information about foreign personalities for the conduct of the foreign affairs.

COMMITTEE ON ACQUISITION OF FOREIGN  
LIBRARY MATERIALS

Responsible for coordinating the activities of all Government departments interested in the procurement and analysis of library materials from foreign countries, such as books, newspapers, periodicals, Atlases, etc.

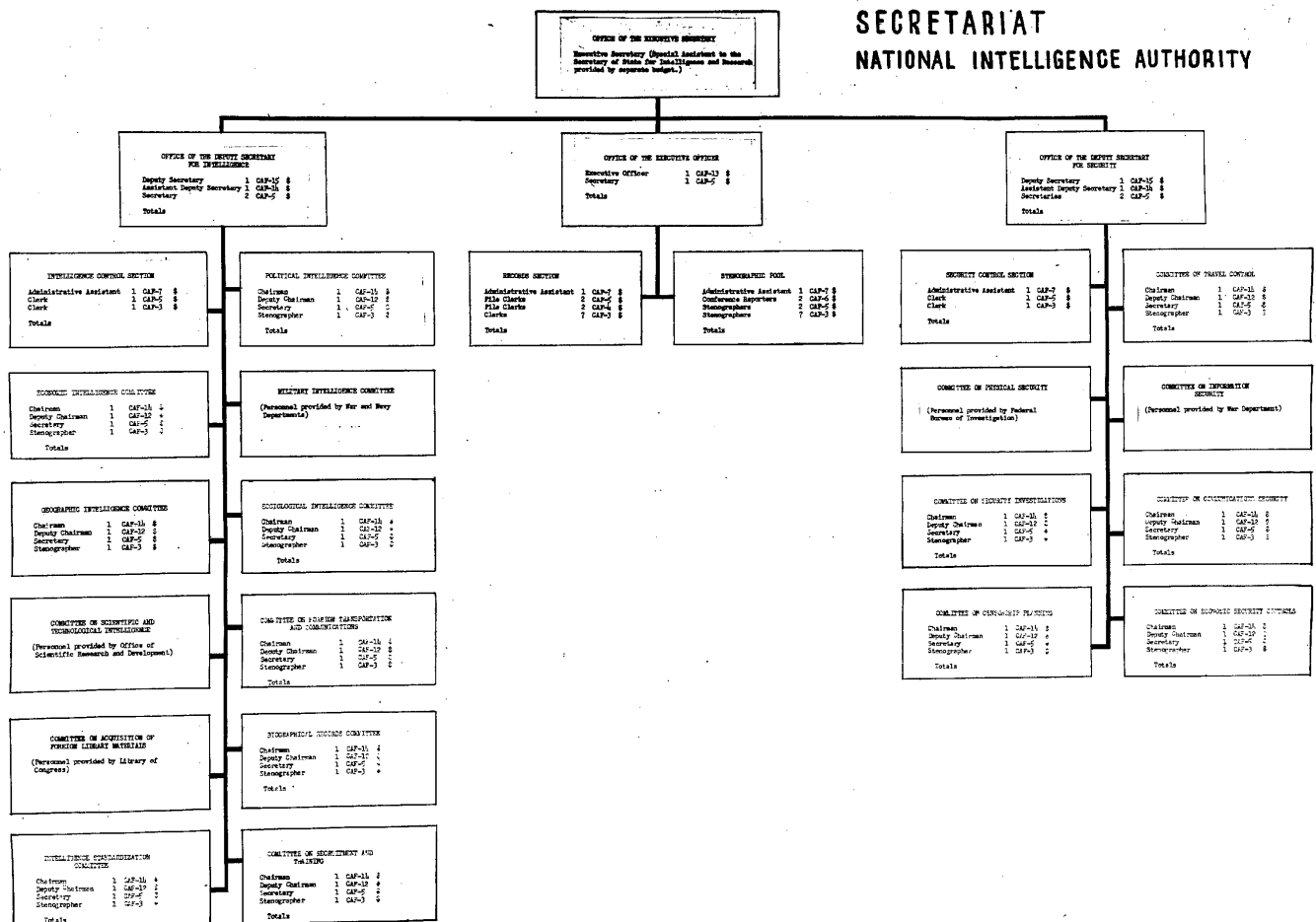
## COMMITTEE ON RECRUITMENT AND TRAINING

responsible for coordinating the programs and procedures of all Government departments and agencies as regards recruiting and training of personnel for intelligence work, in order to minimize competitive recruiting and to establish high standards of training for all intelligence personnel.

INTELLIGENCE SPA DUBILATION COMPLETED

Responsible for developing standardized procedures and practices for all Government departments and agencies in such matters as intelligence terminology, and filing and indexing systems for intelligence, intelligence reporting, etc.

# SECRETARIAT NATIONAL INTELLIGENCE AUTHORITY



Political Intelligence Committee

Demographic Intelligence Committee

Europe-Africa Section  
Latin America Section  
U.S.S.R. Section  
Far East Section

Population Statistics Section  
Living Standards Section  
Health Standards Section  
Educational Standards Section  
Arts & Letters Section

Economic Intelligence Committee

Committee on Scientific &

Finance Section  
Natural Resources Section  
Trade & Commerce Section  
Labor Supply Section  
Agriculture Section  
Industrial Facilities Section

Technological Intelligence  
Atomic Energy Section  
Electronics Section  
Medical Science Section  
Explosives Section  
Chemicals Section  
Electrical Section  
Metallurgical Section  
Jet Propulsion Section  
Engines Section

Military Intelligence Committee

Military Personnel Section  
Military Doctrines Section  
Technical Intelligence  
Order of Battle Section

Committee on Foreign Transportation  
& Communications

Geographic Intelligence Committee

Topographic & Hydrographic Section  
Meteorology Section  
Mapping Section  
Aerial Photography Section  
Pictorial Records Section

Rail Transport Section  
Water Transport Section  
Air Transport Section  
Road Transport Section  
Telecommunications Facilities Section  
Radio Facilities Section  
Postal Section

Committee on Acquisition of  
Foreign Library Materials

~~Book Section~~

~~Newspaper Section~~

~~Magazine Section~~

~~Atlas Section~~

have suggested at this time

Biographical Records Committee

Political Section

Military Section

Commercial & Industrial Section

Science Section

Liberal Arts Section

Committee on Recruitment  
& Training

Classification Section

Training Section

Personnel Requirements Section

Intelligence Standardization  
Committee

Terminology Section

Filing & Indexing Section

Reporting Practices Section

Equipment Section